



Workforce Planning Manager – Appointed Position

City of Minneapolis – Human Resources

SALARY RANGE: \$82,779 - \$91,515

The Workforce Planning function provides services in the areas of workforce analysis including Affirmative Action planning, succession management and knowledge transfer. Reporting to the Director of Strategic Workforce Solutions, the Workforce Planning Manager is responsible for the design and implementation of a Workforce Planning strategy and process for the City of Minneapolis. In addition, the position will collaborate with City departments to identify future talent needs and to create workforce and succession plans to address the needs and challenges of a vibrant world-class city.

The person in this position will:

- Design and implement a Workforce Planning framework for the City of Minneapolis.
- Work collaboratively with the Strategic Workforce Solutions Director and Chief Human Resources Officer to develop a strategy and process for Workforce Planning.
- Develop effective working relationships with department heads, HR Generalists and other city leaders.
- Use a variety of analytical techniques to assess the City's workforce and create a workforce profile.
- Establish and manage project priorities.
- Identify appropriate goals and tactics to successfully implement workforce solutions across the enterprise.
- Consult and advise executives, managers, HR Generalists and other staff on Workforce Planning processes.
- Collaborate with department leadership and the assigned HR Generalist to create workforce goals and action plans.
- Develop and recommend strategies and actions to reduce or eliminate capacity and capability gaps identified in customer departments' workforces, including key talent segments.
- Communicate issues/needs identified that are outside the scope of Workforce Planning (i.e., technology issues, finance issues).
- Implement and manage the contract processes with vendors to enhance the Workforce Planning function
- Effectively promote equal opportunity in employment.
- Participate as a member of the HR Department management team.

Requirements:

- Bachelor's Degree in Human Resources Management, Industrial Relations, Business Administration, Organization Development, Industrial and Organizational Psychology, or an equivalent related field. A Master's Degree is desirable.
- Five years of professional Human Resources experience with exposure to a broad range of Human Resources disciplines, including at least three years of experience leading or managing the delivery of workforce planning and/or organization development-related services.
- Public Sector experience is a plus.

Knowledge, Skills and Abilities:

- Extensive knowledge of Workforce Planning philosophy and methodology.
- Demonstrated ability to provide a strong customer service focus.
- Demonstrated ability to build relationships and establish collaboration and maintain confidentiality.
- Demonstrated ability to consult, influence, drive change, and implement plans aimed at improving results.
- Keen understanding of organizational dynamics and knowledge of current practices and trends.
- Knowledge of the use and application of competency models.
- Demonstrated experience managing projects requiring analytical skills and collaboration.
- Demonstrated skill in working with people of diverse backgrounds, perspectives, and styles.
- Strong leadership skills and results orientation.
- Familiarity with HR enterprise software.
- Demonstrated ability to present information and ideas honestly, accurately, clearly and concisely.
- Experience in applying HR and Workforce Planning concepts.
- Demonstrated ability to learn quickly, think conceptually, prioritize, and work to find solutions under pressure and time constraints.

To apply for this position, please e-mail your resume and cover letter to: Bill Champa, Human Resources Department, at bill.champa@minneapolismn.gov. Resumes are being accepted from through November 19, 2014.

The City of Minneapolis is an EEO/AA employer.